

Office of Assemblywoman Diane Harkey



Internship Application

*Please complete the following information*

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Family Contact and Phone Number: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

College/University: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Current grade level: \_\_\_\_\_

Anticipated year of graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

Do you intend to receive academic credit for this internship? \_\_\_\_\_

Beginning and Ending date of internship: \_\_\_\_\_

*On a separate page, please provide the following information.*

1. The names, addresses and phone numbers of three references.
2. A list of any organizations, clubs, teams, etc. that you have been involved with.
3. Two to three sentences describing your computer skills.

*Please complete the following questions and provide an example for each answer. Please answer these questions on a separate page.*

1. Have you worked in an office environment before?
2. Do you handle pressure well?
3. Do you consider yourself well organized?
4. What are your expectations of the internship?
5. Name a public figure you admire. Please explain.
6. Why do you want to intern with Assemblywoman Harkey?

Please fax these completed materials, along with cover letter and resume to:

Office of Assemblywoman Diane Harkey  
Attn: Gino Folchi  
Fax (916) 319-2173